Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120048-2

Classification

REPORTS INVENTORY

CONTROL NO. 9 SD 103.6 STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
Records Holding Report

2. TYPE OF REPORT: X STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: PERSONNEL; X LOGISTICS; MEDICAL; TRAINING; SECURITY; FINANCE; ADMIN. GENERAL; OTHER (specify)

4. NO. OF COPIES PREPARED: 3

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annually

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form computer print-out, etc): Form

8. ADP PROCESSING: YES; X NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Administrative Instructions from Supply Division

10. PREPARING COMPONENT (include lowest level contributing information to report)
[redacted] Divisions and Office of Director Special Projects

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Form 138
5

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-8	4.88		6		29.28		1		29.28
GS-7	4.93		10		49.30		1		49.30
GS-6	3.97		6		23.82		1		23.82
GS-5	3.57		2		7.14		1		7.14

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: $109.54

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.
Required to comply with Records Management Program.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT: X RETAIN AS IS; CHANGE; DISCONTINUE; OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS; DOLLARS

16. DATE OF INVENTORY: 6 October 1970

17. [redacted] RMATION

18. EXTENSION

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FORM 9-70 1142

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